
Department of Health

TITLE: Program Assistant 2 (Writer/Researcher)- 2 positions available

PROGRAM: Center for Public Health Communications

ACCOUNT NUMBER: 2145142.02

DUTIES & RESPONSIBILITIES:

To support the Health Information Center (HIC) in researching and developing guidance to provider audiences and messages to the public and targeted audiences, as part of HEALTH's comprehensive response to H1N1. Writes, edits, designs, formats and customizes messages, brochures, FAQs, website content.

The funding for this position is determined by the needs, nature, and length of the RI Department of Health's response to the current H1N1 pandemic. This funding is limited to 07/30/10.

Minimum Qualifications:

Education: Bachelors degree from a college of recognized standing.

Experience: Strong writing, editing, research, and organizational skills. Fluency with Microsoft Office products.

Any combination of education and experience that shall be substantially similar to the above education and experience.

COMPENSATION:

Rate of Pay: \$19.00 per hour

Hours: 35 hours per week